



**Human Resources Department**  
p: 503-526-2200 f: 503-526-2572

**COMPUTER SUPPORT TECHNICIAN**  
**FINANCE DEPARTMENT – INFORMATION SYSTEMS**

**SALARY RANGE:** \$23.94 - \$32.09 per hour

**CLOSING DATE:** January 11, 2016

**ABOUT THE JOB:**

Performs a variety of duties related to information services and technology in the fields of communications, telephone, networks, computer systems and equipment.

**ESSENTIAL FUNCTIONS:**

- Install and test various system and application software packages;
- Provide software support to users;
- Perform preventative maintenance and scheduled upgrades to computer equipment;
- Evaluate general cabling needs for new offices or offices being remodeled;
- Perform maintenance and updates to City's telephone and voicemail systems;
- Schedule and conduct security back-ups on City of department computer systems;
- Provide excellence in internal and external customer service;
- Support and respect diversity in the workplace.

**TO QUALIFY:**

Requires a high school diploma or GED and two years experience in computer hardware and software support in a network environment or an equivalent combination of education and experience.

Requires a valid driver's license and the ability to meet the City's driving standards.

Successful candidate will be required to pass FBI CJIS certification.

**HOW TO APPLY:**

Applications may be completed on our website at [www.BeavertonOregon.gov](http://www.BeavertonOregon.gov) or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

**VETERANS' PREFERENCE:**

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veteran's Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of



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their veteran's disability preference letter from the Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.